Phoenix Program
Process Definition – Accounts Receivable

Process	***Receivable Update***
Process Number	***AR-005***

Description of Process

Receivable Update is an Application Engine application that enables you to process various transactions, create accounting entries, and perform Budget Checking. A request to run the Receivable Update process may result from online item entry, interfaces, payment processing, and item maintenance activities. Each batch or worksheet must be "Set to Post" in order to be processed by the Receivable Update. On a nightly basis, each Receivable Update will be processed automatically for each Business Unit using one run control. Users will have to wait until the following day to see the current customer balance and accounting information. The Receivable Update will run on the application server not on the client.

Input to Process

Receivable Groups, Deposits, Unpost Groups, and Worksheets that have been entered must be "Set to Post" in order for Receivable Update to process them.

Processing parameters must be established in the Receivable Update Run Control panel.

Output of Process

- Posts Online and External Receivables
- Posts Deposits and Payment Worksheets
- Posts Maintenance Worksheets
- Posts all "Unpost" actions
- Creates Accounting Entries
- Performs Budget Checking

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Receivable Update – Process Schedule Request – Process Application Engine

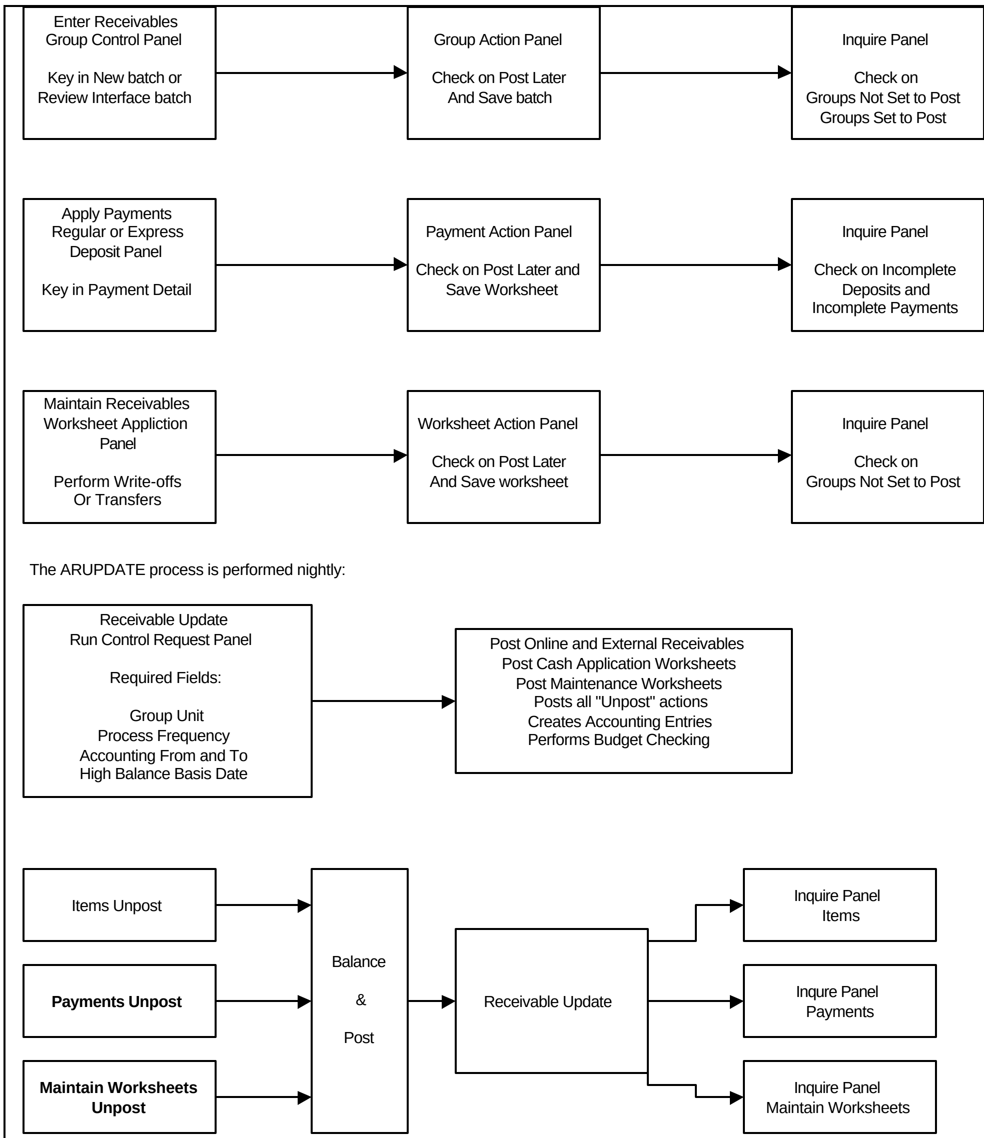
Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1 Enter Receivable, Apply Payments, Maintain Receivables Enter on-line pending items, apply payments to receivables, enter cash/revenue deposit as a direct journal, and write-off, adjustment, match, or refund receivable balances on the maintenance worksheet.	Agency
Step 2 "Balance" Transaction and "Set to Post Later" Check all transactions for accuracy and completeness and then save.	Agency
Step 3 Inquire Panel – Groups Not Set to Post and Groups Set to Post Verify transactions that will be processed by Receivable Update.	Agency
Step 4 Run Receivable Update The ARUPDATE process is performed nightly. This process does the following: • Manual and External Pending items (Receivables creation and Interfaces) are posted • Application Worksheets: Cash, Maintenance, Transfer, and Unposting Requests are posted. • Accounting Entries for the posted transactions are created. • Customer History Options can be updated if selected. • Transactions will be Budget Checked (except direct journals) and are validated against Fiscal Year Transaction table.	FSS
Step 5 Review Receivable Update Results After the Receivable Update has run, you can open the Application Engine Message Panel from the Inquire Menu in Enter Receivables, Maintain Receivables and Apply Payments. This panel displays performance related statistics, each step executed by the Application Engine and messages.	Agency/FSS
Step 6 Identify and Correct Rejected Transactions Navigate to Enter Receivables – Use – Online Error Corrections – Pending Item 1 panels. Enter the group unit and hit OK. A list box will appear. Move the scroll bar to the right to see the error flag. Select the error and make the necessary corrections. Hit the group action tab, select post later and save. Now the transaction is ready to be processed through the Receivables Update again.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested